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| Job title | <i>Wastewater Treatment Facility Operator (Sunday-Tuesday, 10:00pm-8:00am)</i> |
| Reports to | <i>Operations Supervisor</i> |

Job purpose

The Wastewater Treatment Facility Operator is responsible for the daily operation and preventative maintenance of the Wastewater Treatment Facility, as well as solids handling process and equipment. Incumbent performs process control functions; preventative maintenance; and, cleaning or minor/routine corrective maintenance tasks. Actions and decisions are controlled through the application of laws, rules, regulations, and guidelines as set by the Indiana Department of Environmental Management; Indiana State Board of Health; municipal and county codes; and, federal and state labor laws.

Duties and responsibilities

- Operates and maintains the wastewater treatment facility and solids handling processes and equipment to include preliminary equipment, pumps, aeration blowers, clarifiers, chemical feeders, boilers/heat exchangers, digestion equipment, and de-watering equipment.
- Performs process control tests.
- Samples wastewater and sludge streams for laboratory analysis.
- Monitors charts, graphs, totalizers, indicators, records, and analyzers. Reports on data collected.
- Logs daily activity and significant events in facility log book.
- Records, communicates, and troubleshoots process issues, equipment problems, and facility cleanliness to assure corrective action.
- Conducts preventative and light corrective maintenance duties (e.g., cleaning, painting, grounds maintenance, and snow removal).
- Cooperates and coordinates with supervisory, maintenance, and laboratory personnel on a daily basis.
- Participates in general City, safety, and wastewater industry training.
- Performs other related duties as required to include cooperative joint efforts with other departments.

Qualifications

Required qualifications:

- High school diploma or equivalent.
- Knowledge of wastewater treatment technology to include equipment, processes, theory, and problem identification and solution.
- Possess a valid driver's license.

- Capability to understand O&M manuals, safety and personnel policies and procedures, and written instructions.
- Ability to interpret O&M facility diagrams and flow sheets.
- Ability to obtain a valid Class I Indiana Municipal Wastewater Treatment Plant Operation Certificate within two (2) years.
- Establish and maintain effective working relationships with fellow employees, supervisors, other departments, contractors, consultants, and the public.
- Ability to use courtesy, tact, diplomacy, and persuasiveness when coordinating with and training others.

Desired Qualifications:

- Post-secondary education or training in Wastewater Technology.
- Knowledge of Wastewater Treatment Facility Operation and maintenance procedures.
- One (1) year of experience in the operation and maintenance of a mechanical wastewater treatment facility.

Work Schedule

Regular schedule for this position will be Sunday through Tuesday beginning each day at 10:00pm and ending at 8:00am.

* Overtime, holiday work, shift work, and call-back procedures are possible.*

Working conditions

Incumbent works in a variety of work environments. Subject to chemical, biological, and physical hazards and must wear personal protective equipment (PPE) to prevent exposure. Work uniform is provided.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

During the course of the work day, employee will be required to climb, stoop, bend, crawl, walk, reach, and enter into confined spaces. Must have sufficient strength and agility to perform regular lifting and moving of materials to reach overhead, bend down, walk, climb, or crawl to access and maintain equipment.

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| Approved by: | <i>Monica Wontor, HR Manager</i> |
| Date approved: | <i>01/07/2020</i> |
| Reviewed: | <i>11/30/2018; 12/18/2019; 01/07/2020</i> |